

FOR MYSORE STATE

Revenue (1953) Department

Ms. SERIES.

G.O. NO. 3438

Dated the 18th December 1953.

closed.

Suppl

Lp

[Despatch Abstract.]

Establishment - Temporary - (South Kanara)
Collector's office - Additional staff.
Employment - Sanctioned.

Revenue Department.

Subject.

Establishment -- (South Kanara) - Collector's Office- F.C. Section - Appointment of readers and one additional typist - Proposals.

Station: Madras.

Ref.C.1474/53-1.

Dated 26-11-53.

From

Sri W.R.S.Sattianathan. I.C.S., Commissioner of Land Revenue.

Sri C.S.Krishna Moorthy, I.A.S., Secretary, Board of Revenue.

Collector of South Kanara Ref.A2.21492/53 dt.2-11-53.

Read the following:-

I am enclosing a statement showing the number of drafts copied in my office during each month in the years 1951, 1952 and 1953. Those figures include the drafts relating to the following branches of work.

1. General correspondence.
2. Correspondence relating to the Treasury.
3. do to elections.
4. do to Textile control.

The average No. of drafts per month which was 4243 in 1951 rose to 4440 in 1952 and to 4607 in 1953.

The number of typists during the 3 years is as follows:-

	1951.	1952.	1953(at present)
1. Typists sanctioned for general correspondence branch.	4	4	4
2. do for work relating to the treasury.	1	1	1
3. do elections	1	..	..
4. do Textile control	1	1	..
Total	7	6	5

These figures show that while the fair copying work is on the increase the No. of typists to attend to it has decreased. The average number of drafts for each typist per month works out as follows:-

1951.	1952.	1953.
606	740	921

The average number of double line foolscap pages fair copied per day in this office works out to 167. The normal outturn prescribed in P.P.Rt.5064, dt.9-7-53 is 25 pages of double line (or 13 pages of single line) foolscap pages per day. According to the normal outturn prescribed for a typist in the said P.P. there is sufficient work for more than 6 typists as against the 5 now working.

13. There are no separate clerks for the comparing of fair copies in my office. It is not possible to depute the subject clerks from other sections to attend to the comparing work as they are already having adequate or heavy work. It is also not possible for the subject clerks to compare the fair copies of their drafts themselves. The Fair copy Supdt., cannot spare any time for comparing work as his other work of distribution of drafts for typing, acknowledgment of disposals from all the clerks, assignment of new case Nos., return of O.Cs after despatch, comparing of N.C. register with P.R. transfer of disposal files to the records etc. occupies all his transfer of disposal files to the records etc. occupies all his transfer of time. Two L.D.Cs are, therefore, quite necessary to do comparing work in the fair copy section which is at present being done by the typists themselves in addition to the typing work and consequently both the F.Gs and typists have to work out of office hours in the evening as well as in the evening. It is evident from the above facts that the fair copy section is over worked at present. There is a need for p.t.o.

of the post of 1 textile typist with effect from 7-9-53 has also adversely affected the efficiency of the work in the F.C. Section. On account of the delay in fair copying and comparing work which is inevitable in the circumstances stated above the efficiency of the office as a whole suffers. Unless some addl. staff is sanctioned there is bound to be further deterioration. I therefore submit that having regard to the above facts, the Board may be pleased to recommend to the Govt. the sanction of the following addl. staff for a period of one year from the date of appointment in the first instance.

1. Typist on Rs.45-3-60-2-90 (plus allowance Rs.10/- One
2. L.D.Cs., on Rs.45-3-60-2-90 for comparing work - Two.

The financial implication of the above proposal works out to only Rs.232/- p.m. or Rs.2784/- per year as shown below:-

	Total.
1. Typist 45 pay, 22 D.A., 7 H.R.A., Plus 10 T.W. allowance --	84
2. L.D.Cs (45 pay, 22 D.A., 7 H.R.A) x 2	148

	232 x 12
	2784. ✓

-true copy-

Statement showing the number of drafts received for fair copy during 1951, 1952 and 1953.

Month..	1951.	1952.	1953.
January.	4018	3647	4037
February.	3840	3608	3623
March.	4595	5082	4683
April.	4203	4444	~~4255~~ 4997
May.	4368	4133	~~5122~~ x 4855
June	4323	4891	~~5209~~ 5122
July	4496	5610	~~4401~~ 5209
August.	4299	4899	~~4534~~ 4401
September	4634	3397	4534
October	3819	4594	..
November	4442	5030	..
December.	3873	3942	..
Total.	50910	53277	41461
Average per month.	4243	4440	4607

Note:- The figures for 1951 includes drafts relating to election work also

The No. of typists in 1951 were 7.

-true copy-

REFERENCE:-

Submitted to Government.

The Board agrees with the Collector, and recommends that the Govt. may be pleased to sanction the appointment of two lower division clerks for ~~xxxxx~~ comparing work in the Collr's Office, South Kanara and an addl. typist for a period of one year from the date of appointment.

A comparative statement of No. of readers and number of files received for comparing in the year 1952 in several districts is enclosed herewith.

for Secretary.

To The Secretary to Govt., Revenue Department, with a statement.

DL::27-11.

Pl. issue
KBN
17.12.53
U. NO. 95661 G/53

1,002-16-2-53.

Revenue Department.

READ.—

From the Board of Revenue, Reference No. C.1474/53-1, dated 26-11-1953

G.O. Ms. No. 3438, dated 18-12-53

The Government sanction the employment/~~retention~~ of the additional staff specified in the Annexure below on the scales of pay and for the periods, etc., mentioned therein. The staff sanctioned will be eligible to draw the dearness allowance and other allowances admissible to them under the rules.

2. The expenditure should be debited to the appropriate sub-heads under "25. General Administration".

KBN
3.12.53
h
3.12.53

Crp
4.12.53

To the Board of Revenue. (L.R.)

" Accountant-General, through Finance Department

" Collector of South Kanara

21/12

ANNEXURE

Office in which sanctioned. (1)	Staff sanctioned. (2)	Government Order in which last sanctioned. (3)	Purpose. (4)	Scale of pay. (5)	Period of present sanction. (6) (5)
(1) Collector's office, South Kanara, Mangalore.	Two lower division clerks	For comparing work.		Rs. 45-90 each p.m.	Six months from the date of employment or till the necessity ceases whichever is earlier.
(2) - do -	One typist	For general increase of work.		Rs. 45-90 p.m. plus a spl. pay of Rs. 10 if qualified	- do.
			X or p. C. F		

KBN
3.12.53
h
3.12.53

Note: There are no comparers in the Collector's office

at present. The statistics furnished by the Collector justify the employment of the addl. staff applied for. The draft order overlay is for approval. Finance may see for acceptance.

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b
3.12.53

Emp
4/12/53

Wm
6/12/53

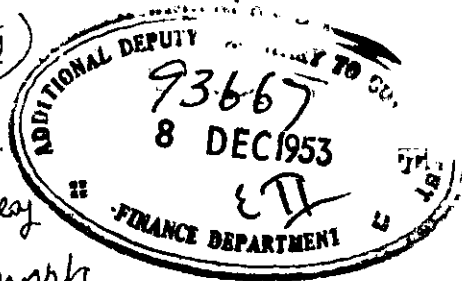
Secy.
Fin.

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Rev. U.O. 95661 G/53-1
7-12-53

Finance (E.I.)

In the circumstances stated on pp 1-2 C.F., the draft order overlay may be accepted subject to the remark that the period of sanction may be limited to six months and the position reviewed hereafter. (The extra cost works out to about Rs 1800/-)



67.5	67.5
10.0	24
24.0	7
7	7.5
108.5	98.5
	197.0
	108.5
	88.5
	123.0

TO-12-53
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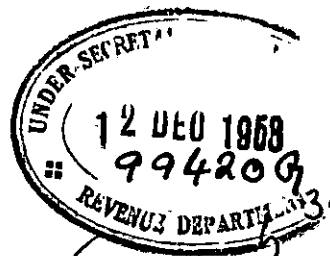
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to ns.

Please see the Finance Dept. note above. The period of sanction may be restricted to six months as advised by Finance. The draft order as amended may issue.



12.12.53

✓ in final

b
12.12.53.

Emp
14/12/53

Secy.
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Wm
16/12/53